# WELCOME TO THE DIAZO TEAM OUR DEDICATED ONBOARDING TEAM IS READY TO MAKE YOUR AND YOUR CLIENTS' TRANSITION SEAMLESS

We are excited to have you join our team and look forward to growing our business together. Changing firms is always a challenge. With planning and experience, we are here to protect your business and clients with a well-orchestrated transition. We pledge to ensure you have the comprehensive resources necessary to make this process as smooth as possible. Behind the scenes, our 60-point Transition Blueprint<sup>™</sup> helps us monitor every aspect of your business during your move – letting you focus on connecting with your clients.

## Here is the timeline you can expect.

### PHASE ONE: DESIGN YOUR TRANSITION BLUEPRINT

#### **TRANSITION MINUS 30 DAYS**

## Explore the difference

At Diazo, we roll up our sleeves and actively participate in every aspect of your transition. Your Diazo team has years of experience with business transitions - we know it's vital to get to thoroughly understand your business needs. Throughout your transition, we encourage you to coordinate frequently with the team, allowing you to immediately address critical questions and assure we integrate each aspect of your business into your transition.

#### Establish a target date

Choosing the best transfer date depends on a range of variables; we'll help you evaluate the various considerations for the optimum transition date. With your target date established, we will assemble a work-back schedule to address each component of your transition. Our goal is to create a transition plan designed specifically for you - getting you and your clients transitioned as quickly and smoothly as possible.

#### PHASE TWO: BUILD AND EXECUTE YOUR PLAN

#### **TRANSITION MINUS 20 DAYS**

## Pre-load your e-signature documents

Based on your knowledge of your clients we'll pre-package the appropriate client documents and disclosures into easy-to-manage e-signature packets for delivery starting on your transition day. You'll have time to customize the packet components, including the welcome letter and other documents.

#### Plan your connections

We'll establish your Diazo phone number and your new email address. Our Marketing team will draft your new business cards and work with you to draft your website and social media profiles. Operations will pre-load your custodial connections & Compliance will work with you to prepare your registration packet and draft your ADV Part 2B.

#### PHASE THREE: MOVING DAY!

TRANSITION DAY

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#### Launch your business

We'll register your designation or 65/66 with the appropriate regulator and monitor constantly to watch for its approval. When approved, we'll give you the "green light" to officially terminate with your current firm and to start delivering client packets.



#### PHASE FOUR: MAKE DIAZO YOUR HOME

#### **TRANSITION PLUS**

#### Thrive and grow

In the days following your transition, we'll help you through the administrative loose ends like monitoring the completion of client documents and/or movement of assets. We'll work with you to finalize the administrative details of the W-2 or 1099 affiliation type you've selected, and we'll help you complete any loose ends in your Compliance file.

#### Our support doesn't stop there

You can expect us to stay in touch on an ongoing basis to make sure you have everything you and your clients need to support both your wellbeing. We'll communicate with you honestly and directly and we'll encourage you to do the same.

## DESIGN YOUR FUTURE WITH US